Manual for CMS Real Estate Component

This manual will show you how to use the real estate component to create and update your properties.

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The Component

You can manage the real estate component in the menu **Components > Navega Bem - Real Estate.**

Subtitle:
1- You can manage the real estate component in the menu **Components > Navega Bem - Real Estate.**
Subtitle:
1- To change and manage the general option of the component click here in Options
2- To create a new property, click New.
3- Through these menus you can manage every aspect of your properties.
4- Search for a particular property by Title, Country, Region, Reference Number, Category, Owner, etc...
5- To edit an existing property simply click on it.

IMPORTANT:
Remember that to manage the real estate component you must select the menu Components > Navega Bem - Real Estate.
Click on the **options** to edit the general info and options for the component.

You’ll see a series of tabs that manage several areas of information about your site. After you completed the changes you can save them on the top left corner.

The **Site Info** has the general informations about your site.

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**Subtitle:**

1- Place here the final domain for your website. And the website’s name.

2- Here place the main email for the website and the email that will be on the system sent emails.

3- Place here you phone and fax number if you wish people to contact you.

4- Here you can insert your company’s address.
In the **General Configuration** you can define some of the basic general rules of the component.

**Subtitle:**

1- The Selectboxes Max Value defines the maximum possible select for every selectbox in the website.

2- Here you can define whether you wish to have **reviews** and **QR Codes** on your property.

3- Here you define the way the prices on the site will be shown: whether the currency symbol will be before or after the price, if the prices will be with or without taxes and which is your default currency.

In the **File Manager Settings** you can define your image sizes here as well as the watermark for your website.
Subtitles:
1- These are the measure for the smallest images on your website. The thumbnails.
2- Here are the image sizes for the medium images.
3- Here are the sizes for the bigger images, the originals. (these sizes must be defined before inserting the properties).
4- You can define the image quality here.
5- The watermark can be inserted here, the image should have a transparent background and will be automatically added to the bigger images.

Properties

You can create new properties and edit existing properties as shown before on the main page of the component. Simply select the menu Components > Navega Bem - Real Estate to get started.

Click New to create a new property or click on an existing one to edit it.
Subtitles:
1- Here you can place the Property Title and select an option for subcategory.
2- Here insert the property reference.
3- In these fields select Category, and if necessary Ribbon for the property.
4- The size of the plot and house are inserted here.
5- Select the number of bedrooms and bathrooms for this property.
6- The Small description is the visible description for the properties listing.
7- Here insert the full property description.
8- The Meta description is recognized by google and will help your properties get found on searches.
Subtitles:
1- Select the applicable tax here.
2- Insert the sales price for your property here.
3- Here you can select whether the property has been sold.

As soon as you’ve inserted the basic information for the property you can Save and the more detailed informations will be made available.
Subtitles:

1- Here you can insert the address with as much detail as you’d like. This will help the map on the right locate your property.

2- You can then refine the location on the map by clicking where you’d like the pin to be, or by inserting the specific GPS coordinates.

3- Here you can add some other information regarding your property location.
Subtitles:

1- Here you’ll see the features divided by the existing **Feature Categories**

2- The **listings** categories are the features that will be shown on the property listing pages.

3- The **icons** features are the all the image features shown in the property page. The remaining categories are shown as a list on the properties page.

4- You can select the features you’d like for this property by clicking the check box. On the text field that opens up you can insert informations like **Number of** or **distances**.

Subtitles:

1- Here you can select from what category these properties will be pulled from.
2- Select here a range of price of properties to show as similar. If you select these the options below will be ignored.

3- Here you can select individual properties to be selected as similar.

4- Click here to save the options you have selected.
Subtitles:
1- To add new images click Add Files and then click Start Upload.
2- Click and drag an uploaded image to reorder them. The first image is the default image.
3- Here you can select if this is a photo or a floor plan of the house. The default value is photo.
4- Click here to delete an image.

On the Owner section you can select the owner for this house.

Features

In the Features section of the component you can manage the:
- Feature Categories;
- Features.

In the Feature Categories you can create groups/categories of features. Simply click new, and name your new category group whatever you’d like. You can reorder the groups, delete them or unpublish them on the listing.

In the Feature section you can manage all your features. To create a new feature simply click New.
Subtitle:
1- Name your feature here and select the category to which it belongs.
2- Select the icon for your feature here. You can add new icon by creating 48x48px images with a transparent background.
3- In the units option you can select the unit you which shown in front of the value for the feature. If you set the unit as Distance the “m” and “km” will be placed automatically according to the value you input. For example: if you insert 2000 in the input field of the feature it will show 2km.
4- If necessary you can describe your feature here.
**Locations**

In the locations you can manage the:

- Countries;
- Regions;
- and Cities.

In your website.

Similarly to the features you can add and manage any of these areas allows you to add or remove a location.

In the **Countries** you can create whichever countries you need, and have properties in.

In the **Regions** section you can add a Region, each region is connected to a **Country**. And in the **Cities** each city is connected to a Region.

**Global Details**

1. Title
2. Region

**Subtitles:**
1- Insert the name of your City here.
2- Select the Region it belongs to.
Others

Here you’ll be able to manage several details of your properties here. From the Categories, Conditions, Ribbons, Subtitles, Stamps, Currencies, Facings, Type of Views and Areas, VAT’s and Owners.

Each of these areas will work similarly to the one you see below. The fields may vary.

Subtitles:
1- Insert here the name of the category.
2- If your creating a sub-category select here the parent category.
3- You can insert the description for this category here.

After you insert them these will then be available to select in your properties.
Ribbons

In the component on the Others > Ribbons menu you can edit and create new ribbons.

**Subtitles:**
1- Insert the name of the ribbon.
2- Select here the aspect of the ribbon, there are several options described by the way they look.
3- Publish the ribbon here and save on the top left.

Email Templates

In the component on the Others > E-mail Templates menu you can edit and create new ribbons.
Subtitles:
1- Here insert the name of the template.
2- This will be the subject line for the email.
3- The tags load dynamic content on the final email. You can add a tag to the email simply by placing the cursor where you’d like to add the tag in the email field and selecting the tag on this list.
4- You can edit the email here, adding or removing tags as needed.